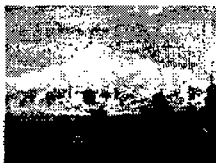


Gravatt, Dan

From: Ferguson, Jaci
Sent: Thursday, July 18, 2013 4:42 PM
To: Asher, Audrey; Bertram, Gary; Cozad, David; Dawani, Karim; Doolan, Stephanie; Ferguson, Jaci; Gravatt, Dan; Hammerschmidt, Ron; Hatch, Sarah; Hooper, Charles A.; Jackson, Robert W.; Kring, Debbie; Moses, Althea; Sanders, LaTonya; Singletary, DeAndre; Smith, John; Tapia, Cecilia; Tapp, Joshua; Thomas, Hattie; Toensing.Don@epa.gov; Weber, Rebecca; Werner, Leslye; Whitley, Christopher; Washburn, Ben; Weber, Rebecca; Bruno, Jodi; Harman, Erin; Jordan-Izaguirr, Denise; michael.jay@epa.gov; Flournoy, Karen; Curtis, Glenn; Smith, Mark A.; Jefferson, Matthew
Subject: Template for Weekly Briefs to RA on West Lake

The Master template for the Weekly Briefs to the RA is posted on the H:\ in the folder named "Weekly Briefing for RA". I also saved the format for the next report using the nomenclature we will use for files now with "subject_date". It is entitled "Weekly Brief for RA_ July 25 2013" in the weekly briefing folder. I left the topics to be covered and the assigned lead(s) under each section in italics. Feel free to remove the italics when you have completed your entry. Also, remember to end each entry with your name and extension number in case the RA has a question.



Jaci

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*"Learning is finding out what you already know.
Doing is demonstrating that you know it.
Teaching is reminding others that they know just as well as you.
You are all learners, doers, and teachers. "*

Richard Bach, The Adventures of a Reluctant Messiah

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